

2013 Instructions for Fellowship Selection Reports (FPIRI)

All reports must be submitted electronically in PDF format via eGMS, the NEH online grant management system, located at <https://securegrants.neh.gov/eGMS/>.

All NEH project directors and institutional grants administrators are assigned eGMS accounts, and their user names are shown next to their names (in parentheses) on the *Official Notice of Action* included with the award documents. When accessing eGMS for the first time, enter the user name provided and click the Reset Password button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the eGMS site. If you have questions about eGMS, please contact FPIRI program staff (contact information appears at the end of this document). If an additional member of your institution's staff needs access to eGMS, please contact Peter Scott of the Office of Grant Management: pscott@neh.gov or 202-606-8615.

Fill out electronic data forms for new fellows at
<https://securegrants.neh.gov/Misc/Centers.aspx>.

Carefully review this list of requirements for the report on your most recent fellowship competition. There is no need for a coversheet; eGMS creates one automatically. The report should include the following—no more and no less—in this order:

1. **New NEH fellows** (in list form)
 1. In the first line, type in the fellow's name. Indicate the NEH-funded stipend amount, which should be \$4,200 x months of tenure; if applicable, indicate amounts of outright and matching funds. If the institution is adding non-NEH funds to the stipend, provide that amount in parentheses. It is not necessary to specify the source(s) of additional funds. Give the dates of the fellow's tenure (if they later change, please inform the FPIRI program staff).
 2. List the fellow's title, field of research, department, and institutional affiliation. For independent scholars provide the city and state of residence.
 3. For fellows going abroad, list the country or countries in which they will be conducting research. (NEH must report this information to the U.S. Department of State.)
 4. Provide a short paragraph describing the fellow's project. If applicable, indicate which of the locally held collections the fellow will use.
 5. If alternates were selected, provide the same information for them.
2. **Announcements and publicity** for NEH-supported fellowships (1 paragraph)
 1. Give the address of the institution's website page (URL) publicizing the availability of NEH fellowships. Indicate whether or not the institution produces printed material for publicity. If yes, describe it briefly; it is not necessary to attach or submit copies.
 2. In a short statement describe the audience at which publicity is aimed. Describe efforts to reach as large and diverse an applicant pool as possible.

3. In a few sentences describe the range of journals, listservs and other online sites, newsletters, institutions/departments, and other organizations to which materials were sent electronically or by mail. Do not append comprehensive lists.
3. **Selection process** (3 pages maximum)
 1. List the names, titles, institutional affiliations, and fields of selection committee members.
 2. Describe the institution's efforts to assure disciplinary and regional diversity among selection committee members and to obtain a fair and objective review of applications.
 3. List the evaluation criteria by which the selection committee and staff or outside readers, where applicable, were asked to judge applications. Do not append copies of correspondence with selection committee members.
 4. In a narrative statement explain the selection process in detail. Include the following dates: When panel members were selected, when they received the applications and review instructions, and when they met to discuss applications. If there is a primary review of applications by institution staff or outside readers, include an account of this procedure. Provide a short summary of the committee's deliberations (indicating, for example, what the particular points of discussion were, whether the committee members were sharply divided or generally in agreement, and the length of the discussion).
4. **Statistical analysis** (1-2 pages)
 1. In one line, state the number of NEH-eligible applicants and the number of NEH awards made in the current competition. In a second line, state the total number of applications submitted to the institution for other fellowships and the total number of other fellowship awards made in the current competition. It is not necessary to break these down into different categories.
 2. Provide tables with a comparative statistical analysis of this year's NEH stipend recipients and NEH-eligible applicants by field, academic rank, type of institution, and state of residence. Regarding the latter, you need only list the states represented by the current pool of applicants. Do not include such information about non-NEH applicants and grantees.
 3. Either integrated into the tables described above, or in a separate set of tables, provide the same information for the preceding year of fellowship competitions. Do not include statistics from earlier years.
 4. In a brief narrative statement describe any discernible statistical trends or unexpected changes seen this year (compared to the previous one), and discuss the possible reasons.
5. **Recent publications** and other results from NEH awards (in list form)

Organize the list alphabetically by the last name of each NEH fellow. Add the year of the NEH fellowship next to the name. Only include publications, articles, talks, etc. that have resulted—entirely or in part—from the fellow's work during her/his NEH award. This information helps us justify continued funding for this grant program.

Important! eGMS includes a tab "Products and Coverage" for all grants made from 2000 to the present. Enter the information on fellows' publications and prizes into the forms available at this tab under the appropriate grant number. Pay attention to which grant funded individual fellows! For example, a 2013 report could include a book published in 2012 that resulted from a 2005 fellowship. This publication should be entered under the earlier grant number (probably an -02, -03, -04, or -05 grant). If you have questions about

this, contact program staff. Note that you can use eGMS to determine if a fellow's publication (or other grant product) has already been reported or entered into the grant file by NEH staff. If so, you need not report it again.

6. Statement of funds (1 paragraph)

If applicable, indicate the amount of any NEH funds remaining unexpended and therefore available for the next competition. Note that all funds awarded in a particular grant must be either used during the life of the grant (which may be extended to allow more time in which to expend the grant funds) or returned to the Endowment at the close of the grant period.

7. Other news

If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowship program. Major staff changes, such as the appointment of a new program director, must be accompanied by the appointee's résumé.

Questions? Contact Stefanie Walker at swalker@neh.gov, 202-606-8478; or Jennifer Untalan at juntalan@neh.gov, 202-606-8389.